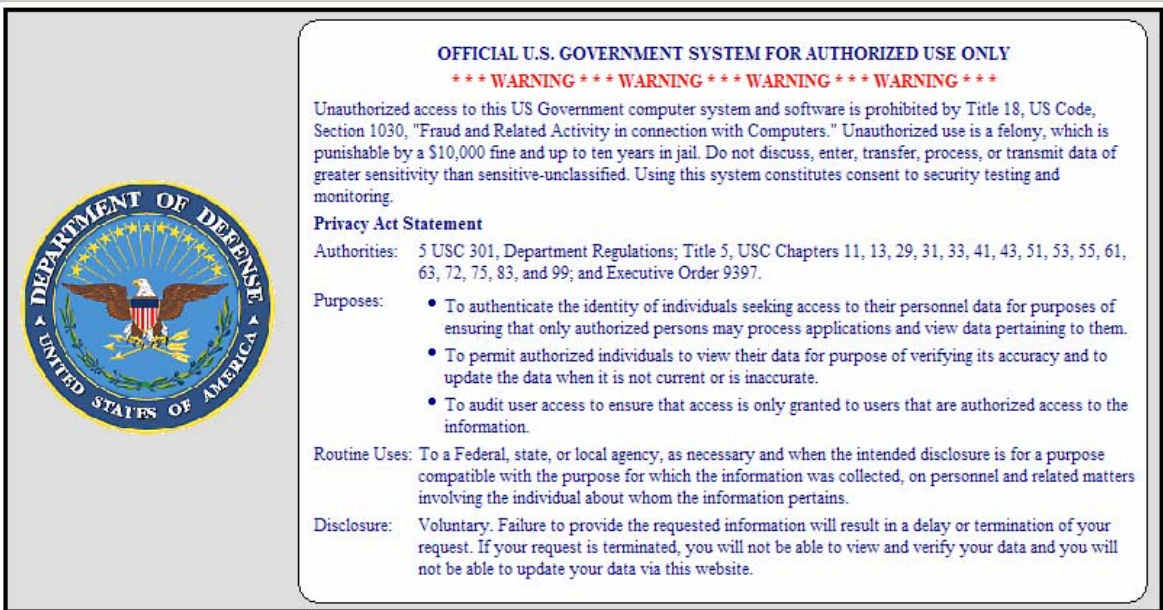




**Text Captions**

Logging on as a rating official and initiating a performance plan.



**OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY**  
**\*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

**Privacy Act Statement**

**Authorities:** 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

**Purposes:**

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

**Routine Uses:** To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

**ORACLE**  
**E-BUSINESS SUITE**

User Name

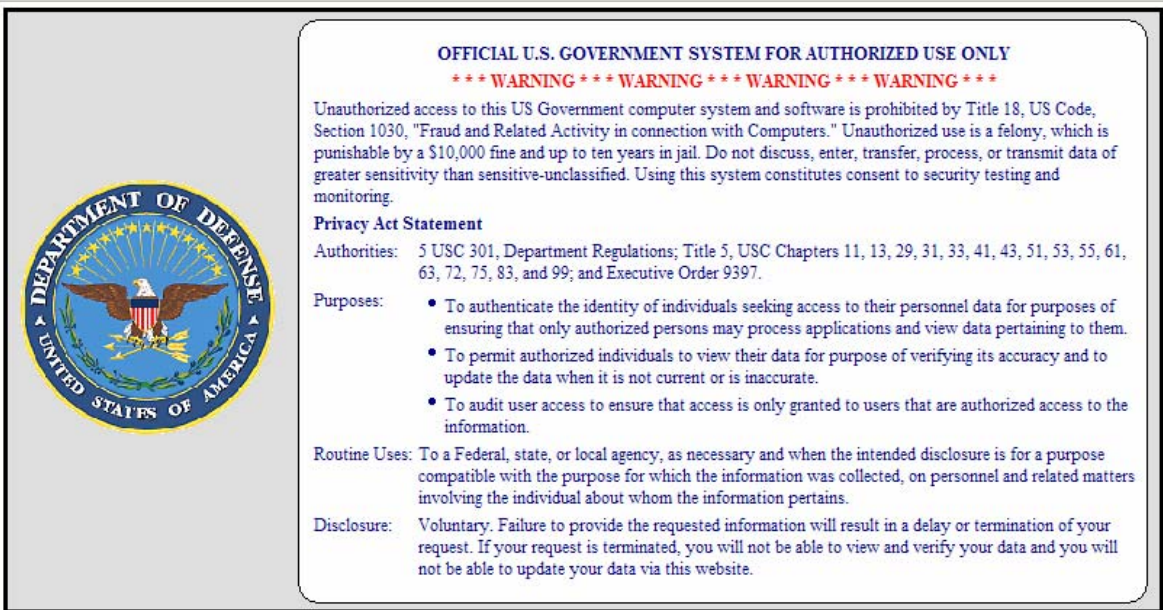
Password

[Forgot your password?](#)

### Text Captions

For the purpose of this demonstration, first we will log on as a rating official. Luke Maggelon is a supervisor for the Engineering Systems Management Office. He supervises five employees.

To begin, Luke logs on to My Workplace at a URL provided by his Component. He enters his user name and password.



**OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY**  
**\*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

**Privacy Act Statement**

**Authorities:** 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

**Purposes:**

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

**Routine Uses:** To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

User Name

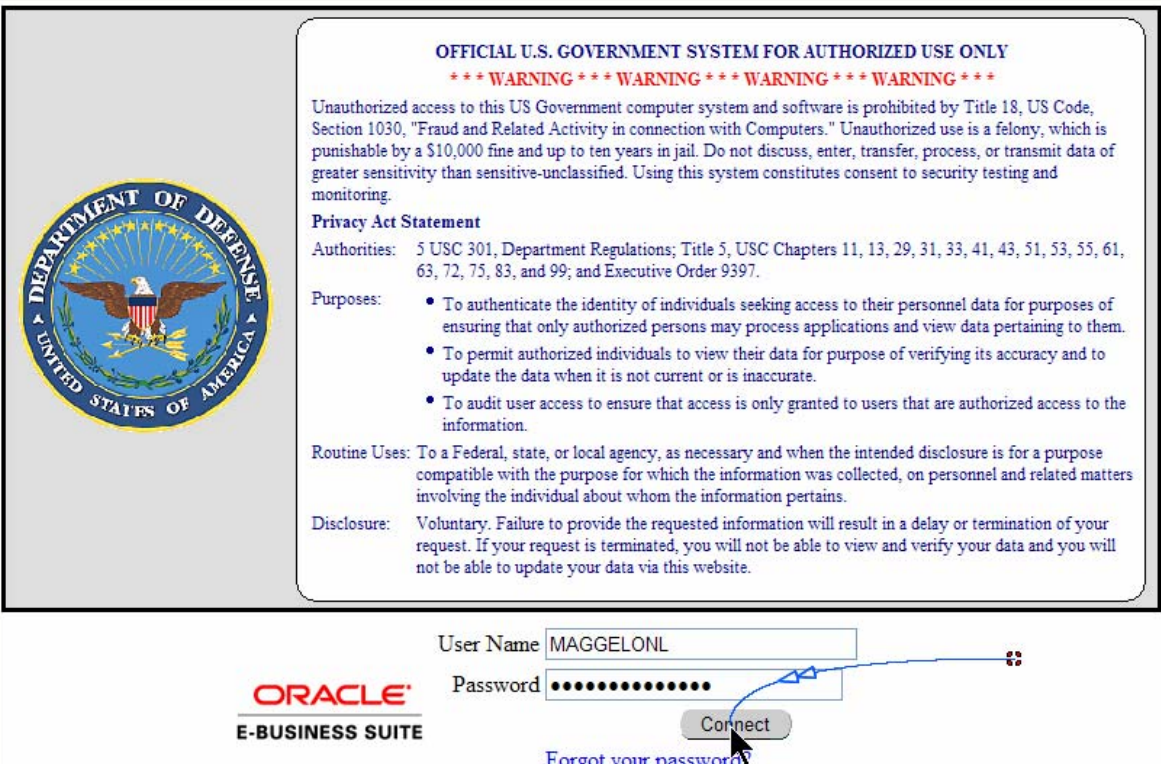
ORACLE  
E-BUSINESS SUITE

Password

[Forgot your password?](#)

### Text Captions

To begin, Luke logs on to My Workplace at a URL provided by his Component. He enters his user name and password.



**OFFICIAL U.S. GOVERNMENT SYSTEM FOR AUTHORIZED USE ONLY**  
**\*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\* WARNING \*\*\***

Unauthorized access to this US Government computer system and software is prohibited by Title 18, US Code, Section 1030, "Fraud and Related Activity in connection with Computers." Unauthorized use is a felony, which is punishable by a \$10,000 fine and up to ten years in jail. Do not discuss, enter, transfer, process, or transmit data of greater sensitivity than sensitive-unclassified. Using this system constitutes consent to security testing and monitoring.

**Privacy Act Statement**

**Authorities:** 5 USC 301, Department Regulations; Title 5, USC Chapters 11, 13, 29, 31, 33, 41, 43, 51, 53, 55, 61, 63, 72, 75, 83, and 99; and Executive Order 9397.

**Purposes:**

- To authenticate the identity of individuals seeking access to their personnel data for purposes of ensuring that only authorized persons may process applications and view data pertaining to them.
- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

**Routine Uses:** To a Federal, state, or local agency, as necessary and when the intended disclosure is for a purpose compatible with the purpose for which the information was collected, on personnel and related matters involving the individual about whom the information pertains.

**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

User Name: MAGGELONL

Password: .....

**Connect**

[Forgot your password?](#)

**ORACLE**  
**E-BUSINESS SUITE**

Text Captions

He then selects **Connect**.

Department of Defense

Home Logout Preferences Help

**Navigator**

[My Biz](#) [Please select a responsibility.](#)

[My Workplace](#)

**Favorites** [Edit Favorites](#)

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.

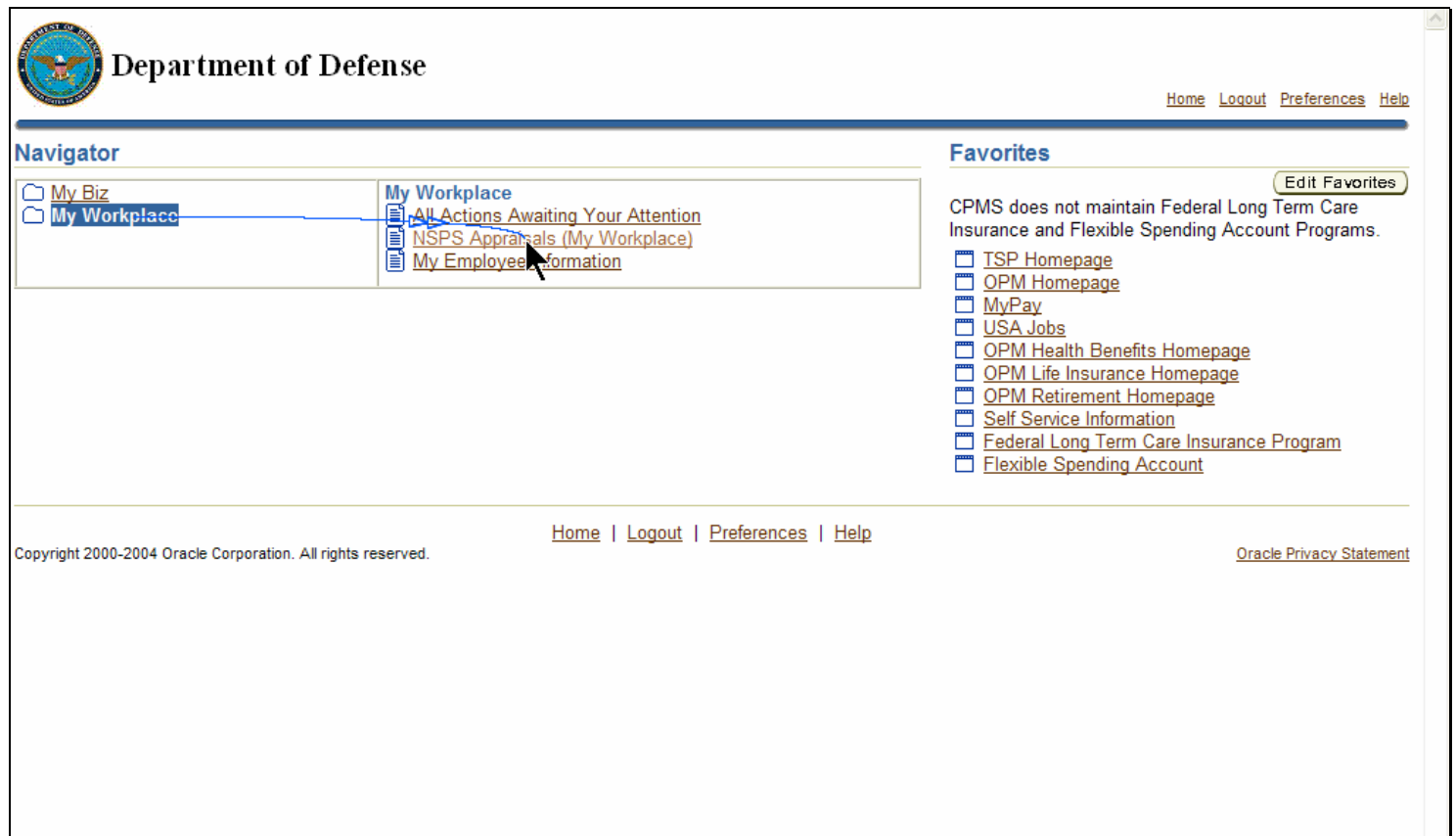
- [TSP Homepage](#)
- [OPM Homepage](#)
- [MyPay](#)
- [USA Jobs](#)
- [OPM Health Benefits Homepage](#)
- [OPM Life Insurance Homepage](#)
- [OPM Retirement Homepage](#)
- [Self Service Information](#)
- [Federal Long Term Care Insurance Program](#)
- [Flexible Spending Account](#)

Home | Logout | Preferences | Help

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### Text Captions

He selects **My Workplace**, then **NSPS Appraisals (My Workplace)**.



Department of Defense

Home Logout Preferences Help

**Navigator**

- My Biz
- My Workplace
  - All Actions Awaiting Your Attention
  - NSPS Appraisals (My Workplace)
  - My Employee Information

**Favorites** Edit Favorites

CPMS does not maintain Federal Long Term Care Insurance and Flexible Spending Account Programs.


- TSP Homepage
- OPM Homepage
- MyPay
- USA Jobs
- OPM Health Benefits Homepage
- OPM Life Insurance Homepage
- OPM Retirement Homepage
- Self Service Information
- Federal Long Term Care Insurance Program
- Flexible Spending Account

Home | Logout | Preferences | Help

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### Text Captions

He selects **My Workplace**, then **NSPS Appraisals (My Workplace)**.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals




Rating Official

Performance Management As Rating Official

View All Appraisals By Employee


Plans/Appraisals in Progress

Create Performance Plan Go


Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Maggelon, Luke	Zeigler, Adam	01-Jan-2008	Transferred	Open				

Completed Plans/Appraisals

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee  

Last Name, Title First Name

Appraisal Effective Date  

(example: 19-Aug-2006)

Appraisal Type

Go Clear

Employee	Appraisal Effective Date	Rating Cycle Start Date	Rating Cycle End Date	Appraisal Type	Details	Delete
No data exists.						

View All Appraisals By Employee

Notifications | Appraisals | Home | Logout | Preferences | Help

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### Text Captions

From here, Luke is directed to the *Rating Official - Performance Management as Rating Official* page. Let's take a moment to review the icons that he, and you, will need to become familiar with to complete a performance plan.



**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals

Rating Official

Performance Management As Rating Official

View All Appraisals By Employee

**Plans/Appraisals in Progress**

Create Performance Plan Go

Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Maggelon, Luke	Zeigler, Adam	01-Jan-2008	Transferred	Open				

**Completed Plans/Appraisals**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee

Last Name, Title First Name

Appraisal Effective Date

(example: 19-Aug-2006)

Appraisal Type

Go Clear

Highlight Box (968 x 111) (x:10; y:146)

Highlight Box (968 x 216) (x:9; y:260)

Employee	Appraisal Effective Date	Rating Cycle Start Date	Rating Cycle End Date	Appraisal Type	Details	Delete
No data exists.						

View All Appraisals By Employee

Notifications | Appraisals | Home | Logout | Preferences | Help

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### Text Captions

Selecting the Find icon opens a Find window, allowing you to search for information.

Selecting the Details icon displays read-only information.

Selecting the Print icon prints the current information.

Selecting the Pencil icon in the inactive state does not allow you to update information. This usually implies that you do not have ownership of the appraisal. The ownership concept is covered later in this lesson.

Selecting the Pencil icon in the active state allows you to update information. This usually implies that you have ownership of the appraisal.

Selecting the Delete icon in the inactive state does not allow you to delete information. Selecting the Delete icon in the active state allows you to delete information.


Selecting the Calendar icon displays a thumbnail of a calendar, allowing you to select a date. This is associated with date fields only.



Okay, now that you are familiar with the icons, let's take a look at what is on this page. There are two areas for you to note:

One area is Plans/Appraisals in Progress that contains active appraisals created by the rating official.

The second area is Completed Plans/Appraisals that contains appraisals that have gone through the entire appraisal process.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences Help

Notifications Appraisals



Rating Official

Performance Management As Rating Official

View All Appraisals By Employee


Plans/Appraisals in Progress

Create Performance Plan Go


Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Maggelon, Luke	Zeigler, Adam	01-Jan-2008	Transferred	Open				

Completed Plans/Appraisals

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee  

Last Name, Title First Name

Appraisal Effective Date  

(example: 19-Aug-2006)

Appraisal Type

Go Clear

Employee	Appraisal Effective Date	Rating Cycle Start Date	Rating Cycle End Date	Appraisal Type	Details	Delete
No data exists.						

View All Appraisals By Employee


Notifications | Appraisals | Home | Logout | Preferences | Help

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**Text Captions**

To get started, Luke selects **Create Performance Plan**.














## Department of Defense

Performance Appraisal Application

[Home](#)
[Logout](#)
[Preferences](#)

[Appraisals: Rating Official](#) >

### Create Performance Plan: Employees in Hierarchy

Focus Name	Occupational Code	Position	Organization	Action	Details
<div>  <div> <div>Luke Maggelon</div> <div> <div>Aaron Hollis</div> <div>Adam Zeigler</div> <div>Cynthia Amaya</div> <div>James Faunteroy</div> <div>Whitley West</div> </div> </div> </div>	0801.Engineering (NSPS)	10000.GENERAL ENGINEER.73210.DD48.APPR	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01		
	0343.Management and Program Analyst (NSPS)	10003.PROGRAM ANALYST.73215.DD48.APPR	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01		
	0801.Engineering (NSPS)	10002.GENERAL ENGINEER.73212.DD48.APPR	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01		
	0801.Engineering (NSPS)	10001.GENERAL ENGINEER.73211.DD48.APPR	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01		
	0343.Management and Program Analyst (NSPS)	10004.PROGRAM ANALYST.73216.DD48.APPR	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01		

[Return to NSPS Appraisals \(My Workplace\)](#)

[Home](#) | [Logout](#) | [Preferences](#)

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### Text Captions

On this page, the rating hierarchy is displayed. As the rating official, Luke's name is listed at the top. Below his name are the employees he is responsible for rating.

Selecting the Branch node icon displays a specific branch or level in the organizational hierarchy for an employee.

Luke will establish a plan for Aaron Hollis by selecting the **Action** icon.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences Help

**Create Performance Plan: Setup Details**

Cancel Save and Continue Transfer to Employee Step 1 of 3 Next

Employee Name **Aaron Hollis** Organization **CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000**

Position **10000.GENERAL ENGINEER.73210.DD48.APPR** Location **Rosslyn, US**

Occupational Code **0801.Engineering (NSPS)** Pay Plan/Pay Band **YD-02**

Employee Number **36646**

Work Schedule **Full-Time** Assignment Status **Active Appointment**

Pay Pool ID

**Setup Details**

Current Base Salary **81190**  
Minimum Pay Band Level **38175**  
Maximum Pay Band Level **85578**

You cannot change the appraisal template or the assignment after clicking Next. You can save your work at any stage using the Save and Continue icon to continue work on the appraisal.

\* Indicates required field

\* Appraisal Type **Annual Appraisal - NSPS**

\* Rating Cycle Start Date **01-Oct-2005**  
(example: 19-Aug-2006)

\* Rating Cycle End Date **30-Sep-2006**

### Text Captions

The first thing you may notice on the Create Performance Plan - Set Up Details page is that a navigation bar is introduced at the top of the screen.

The navigation bar indicates where you are in the process. The process differs for rating officials and employees. For rating officials, it includes three steps: Setup Details, Overview, and Review.

Rating officials are responsible for completing these steps when creating performance plans.

During step 1, Setup Details, the appraisal type, dates, and rating official are established. During step 2, Overview, information may be updated. During step 3, Review, information that was updated and saved is reviewed.

Note: you should make it a habit to use the Review screen to verify that all information is correct for a given employee.

The Set-up Details page provides the information you need as a rating official to develop an effective performance plan. The page is divided into two sections:

The top section provides details about the employee, including his or her occupation, pay schedule, and pay band.

Employee Name	Aaron Homs	Organization	CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01
Position	10000.GENERAL ENGINEER.73210.DD48.APPR	Location	Rossllyn, US
Occupational Code	0801.Engineering (NSPS)	Pay Plan/Pay Band	YD-02
Employee Number	36646		
Work Schedule	Full-Time	Assignment Status	Active Appointment
Pay Pool ID			

---

**Setup Details**

---

Current Base Salary	81190
Minimum Pay Band Level	38175
Maximum Pay Band Level	85578

You cannot change the appraisal template or the assignment after clicking Next. You can save your work at any stage using the Save and Continue icon to continue work on the appraisal.

\* Indicates required field

\* Appraisal Type Annual Appraisal - NSPS

\* Rating Cycle Start Date 01-Oct-2006  
(example: 19-Aug-2006)

\* Rating Cycle End Date 30-Sep-2007  
(example: 19-Aug-2006)

Performance Plan Approval Date

Performance Plan End Date 30-Sep-2007  
(example: 19-Aug-2006)

\* Appraisal Effective Date 01-Jan-2008

\* Rating Official Maggelone  
(example: 19-Aug-2006)

\* Performance Indicators  
Professional/Analytic Band 2

**Text Captions**

The second section provides information about the appraisal cycle.

The system is designed so that the dates auto-populate for the appraisal period. If necessary, you can manually change them.

The Performance Plan Approval Date field remains blank until the plan receives a second-level review and is approved.

The rating official field is also auto-populated, but can be manually changed.

Employee Number	36646
Work Schedule	Full-Time
Pay Pool ID	
Assignment Status	Active Appointment

---

**Setup Details**

---

Current Base Salary	81190
Minimum Pay Band Level	38175
Maximum Pay Band Level	85578

You cannot change the appraisal template or the assignment after clicking Next. You can save your work at any stage using the Save and Continue icon to continue work on the appraisal.

\* Indicates required field

* Appraisal Type	Annual Appraisal - NSPS
* Rating Cycle Start Date	01-Oct-2006 <small>(example: 19-Aug-2006)</small>
* Rating Cycle End Date	30-Sep-2007 <small>(example: 19-Aug-2006)</small>
Performance Plan Approval Date	 <small>(example: 19-Aug-2006)</small>
Performance Plan End Date	30-Sep-2007 <small>(example: 19-Aug-2006)</small>
* Appraisal Effective Date	01-Jan-2008
* Rating Official	Maggelon, Luke
* Performance Indicators	Professional/Analytic Band 2

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Cancel Save and Continue Transfer to Employee Step 1 of 3 **Next**

### Text Captions

When the information has been completed, select **Next** to advance to step 2 – the Overview page.



**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences

Setup Details Overview Review

Highlight Box (81 x 49)  
Highlight Box (173 x 49)  
Highlight Box (102 x 49)  
Highlight Box (148 x 49)  
Highlight Box (97 x 49)  
Highlight Box (112 x 49)

**Create Performance Plan: Overview**

Employee Name **Aaron Hollis** Organization **CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01**

Position **10000.GENERAL ENGINEER.73210.DD48.APPR** Location **Rosslyn, US**

Occupational Code **0801.Engineering (NSPS)** Pay Plan/Pay Band **YD-02**

Employee Number **36646**

Work Schedule **Full-Time** Assignment Status **Active Appointment**

Pay Pool ID

**Placement in Pay Band**

Current Base Salary **81190**  
Minimum Pay Band Level **38175**  
Maximum Pay Band Level **85578**

**Setup Details** [Return to Top](#)

Initiator **Maggelon, Luke** Rating Official **Maggelon, Luke**  
Appraisal Type **Annual Appraisal - NSPS**  
Rating Cycle Start Date **01-Oct-2006**  
Rating Cycle End Date **30-Sep-2007**

### Text Captions

Take a look at the top of the page. Notice that there are links to the following:

**Set up Details** – By selecting this link you go back to step 1.

**Relevant Organizational Mission/Strategic Goals** - By selecting this link you can enter your organization's mission and strategic goals for the appraisal period.

Job objectives must align with organizational goals, so it is helpful to complete this section first. If you are unfamiliar with your organization's goals for the performance cycle, you are encouraged to speak with your supervisor.

**Job Objectives** - By selecting this link you can enter the draft job objectives. Remember, typically employees have between three and five objectives.

As a best practice, rating officials should share draft job objectives with employees so that there is a mutual understanding of what is expected of them during the appraisal period.

**Overall Rating and Comments** - By selecting this link, you can document the end-of-cycle rating and record your feedback.

**Interim Reviews** - By selecting this link, you can document an interim review. Remember, at least one interim review is required.

**Closeout Assessments** - By selecting this link, you can document a closeout assessment for an employee who will no longer be evaluated by you at the end of the appraisal cycle.

Next, five buttons appear on the top and bottom of each page that allow you to do the following:

**Cancel:** Selecting this button cancels all changes and returns you to the main page.

**Save and Continue:** Selecting this button saves your changes and allows you to proceed on the same page.

**Transfer to Employee:** Selecting this button notifies your employee that the performance plan is ready for review and comment.

**Back** and **Next:** Selecting these buttons brings you to the previous or next step.

Now let's take a look at the next section of the page. The information in this section carries over information from step 1, Setup Details.

**Relevant Organizational Mission/Strategic Goals** [Return to Top](#)

Highlight Box  
(916 x 100)  
(X:12; Y:2)

[Return to Top](#)

**Job Objectives** [Return to Top](#)

[Add Objective](#)

Select Title	Job Objective	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
No data exists.										

**Overall Rating and Comments** [Return to Top](#)

Overall Rating  
Rating Official Assessment

**Interim Reviews** [Return to Top](#)

[Create Interim Review](#)

Details	Start Date	End Date	Initiator	Status	Update
No data exists.					

### Text Captions

In this section of the page you enter your organizational mission and strategic goals. You may enter information in two ways: You may manually type the information; or you may “cut and paste” information from another document.

**Relevant Organizational Mission/Strategic Goals**
[Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

[Return to Top](#)

**Job Objectives**
[Return to Top](#)

Add Objective

Select	Job Objective Title	Status	Update Details	Optional Weight	Adjusted Weight (%)	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating	Delete
	No data exists.									

**Overall Rating and Comments**
[Return to Top](#)

Overall Rating  
Rating Official Assessment

**Interim Reviews**
[Return to Top](#)

Create Interim Review

Details	Start Date	End Date	Initiator	Status	Update
	No data exists.				

### Text Captions

Next you enter the employee's job objectives by selecting **Add Objective**. After an objective has been developed, the summary fields will be auto-populated so that you have a quick status update of each objective.

Now let's watch Luke add a job objective for Aaron. He starts by selecting **Add Objective**.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences

Setup Details Overview Review

**Add Job Objective**

\* Indicates required field

Cancel Save and Continue Apply and Add Another Apply

**Placement in Pay Band**

Current Base Salary	81190
Minimum Pay Band Level	38175
Maximum Pay Band Level	85578

[Show Relevant Organization Mission/Strategic Goals](#)

\* Job Objective Title   
(Enter up to 80 characters)

\* Start Date    
(example: 19-Aug-2006)

Job Objective Status

Date Last Modified Job Objective   
(Limit to 770 characters)


### Text Captions

Notice a few important pieces of information:

First, the salary information is carried forward so that Luke can consider this when establishing job objectives.

Second, a link to the organization mission and strategic goals is provided for quick reference.

To add an objective, Luke first creates a job objective title. These typically include numbers so that they sort numerically in lists.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences

Setup Details **Overview** Review

**Add Job Objective**

\* Indicates required field


Cancel Save and Continue Apply and Add Another Apply

**Placement in Pay Band**

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

Show Relevant Organizational Mission/Strategic Goals

\* Job Objective Title   
(Enter up to 80 characters)


\* Start Date 03-Sep-2006   
(example: 19-Aug-2006)

Job Objective Status

Date Last Modified 03-Sep-2006  
Job Objective   
(Limit to 770 characters)

**Text Captions**

To add an objective, Luke first creates a job objective title. These typically include numbers so that they sort numerically in lists.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Setup Details **Overview** Review

**Add Job Objective**

\* Indicates required field

**Placement in Pay Band**

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

[Show Relevant Organizational Mission/Strategic Goals](#)

\* Job Objective Title   
(Enter up to 80 characters)

\* Start Date   
(example: 19-Aug-2006)

Job Objective Status

Date Last Modified 03-Sep-2006  
Job Objective   
(Limit to 770 characters)

**Text Captions**

Then he enters the start date. Remember that the period of performance must be within the appraisal period.



[Need Help to write Objectives](#)

Working Version Job Objective

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

### Text Captions

Next Luke enters the job objective. This is the section where the final job objective is documented.

Rating officials and employees are encouraged to use the Working Version Job Objective text box to develop job objectives and exchange input and feedback.

After this process has been completed, either Luke or Aaron cuts and pastes the language into the Job Objective text box.

Note that after the job objective has been approved, the information in the Working Version Job Objective text box is purged. And remember, supervisors are required to have at least one “supervisory” job objective.

[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

☐ Technical Proficiency

☐ Critical Thinking

☐ Cooperation and Teamwork

☐ Communication

☐ Customer Focus

☐ Resource Management

☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

### Text Captions

Note that after the job objective has been approved, the information in the Working Version Job Objective text box is purged. And remember, Supervisors are required to have at least one “supervisory” job objective.

(Limit to 770 characters)

[▶ Need Help to Write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☐ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[▶ Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

### Text Captions

Luke wants assistance to develop the job objective, so he selects **Need Help to Write Objectives**. He is directed to a series of questions that help him frame an effective job objective.

(Limit to 770 characters)

[Close Help to Write Objectives](#)

### Help to Write Objectives

#### What is a job objective?

A job objective is an expression of performance expectations in the performance plan that is linked to the organization's goal(s) and mission(s). Job objectives are used to communicate major individual, team, and/or organizational responsibilities and/or contributions and the related outcomes and accomplishments that are expected of the employee during the appraisal period. Failure in a job objective will result in an overall rating of Unacceptable. Under NSPS each eligible employee will be assigned at least one and generally three to five job objectives. These job objectives will be commensurate with duties and responsibilities assigned to the employee and the salary paid to that employee. Job objectives may be weighted to reflect relative priority of the objectives included in the performance plan. No job objective may be weighted less than 10 percent. Weighted job objectives must total 100 percent.

#### What should I consider when writing job objectives?

Depending on the work performed by the employee you should consider the following questions when developing job objectives. Remember, job objectives should reflect substantive performance expectations versus individual tasks. Keep in mind when writing whether the objective includes a timeframe.

1. Is the objective mission-focused and results-oriented?
2. Is the objective specific?
3. Is there a cost consideration?
4. Is a quantity identified?
5. Is quality a consideration?
6. Is the objective realistic?

### Text Captions

When your are done with the help, select **Close Help to Write Objectives** and you are returned to the job objective section.

(Limit to 770 characters)

[Need Help to Write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating


### Text Captions

Next, Luke determines the influence of Contributing Factors. This is the section used to select the appropriate contributing factors for a particular job objective.

Typically one to three contributing factors are selected for each job objective. The contributing factor(s) must be relevant to the completion of the job objective. There are seven contributing factors.

For this objective, Luke selects two contributing factors.

Cooperation and Teamwork is the first.

**Department of Defense**  
Performance Appraisal Application

Home Logout Preferences

Setup Details **Overview** Review

**Add Job Objective**

\* Indicates required field

Cancel Save and Continue Apply and Add Another Apply

**Placement in Pay Band**

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

Show Relevant Organizational Mission/Strategic Goals

\* Job Objective Title Job Objective 1 - Safety  
(Enter up to 80 characters)

\* Start Date 03-Sep-2006  
(example: 19-Aug-2006)

Job Objective Status

Date Last Modified 03-Sep-2006  
Job Objective  
(Limit to 770 characters)

**Text Captions**

Note that the page scrolls to the top after you select each contributing factor, requiring you to scroll back down to select the next one.

[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☐ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

**Text Captions**

Communication.



[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

☐ Technical Proficiency

☐ Critical Thinking

☒ Cooperation and Teamwork

☒ Communication

☐ Customer Focus

☐ Resource Management

☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight


Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

**Text Captions**

Communication.

**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Setup Details **Overview** Review

**Add Job Objective**


\* Indicates required field

**Placement in Pay Band**

Current Base Salary 81190  
Minimum Pay Band Level 38175  
Maximum Pay Band Level 85578

[▶ Show Relevant Organizational Mission/Strategic Goals](#)

\* Job Objective Title   
(Enter up to 80 characters)

\* Start Date    
(example: 19-Aug-2006)

Job Objective Status

Date Last Modified 03-Sep-2006  
Job Objective   
(Limit to 770 characters)

Text Captions

Communication.

[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

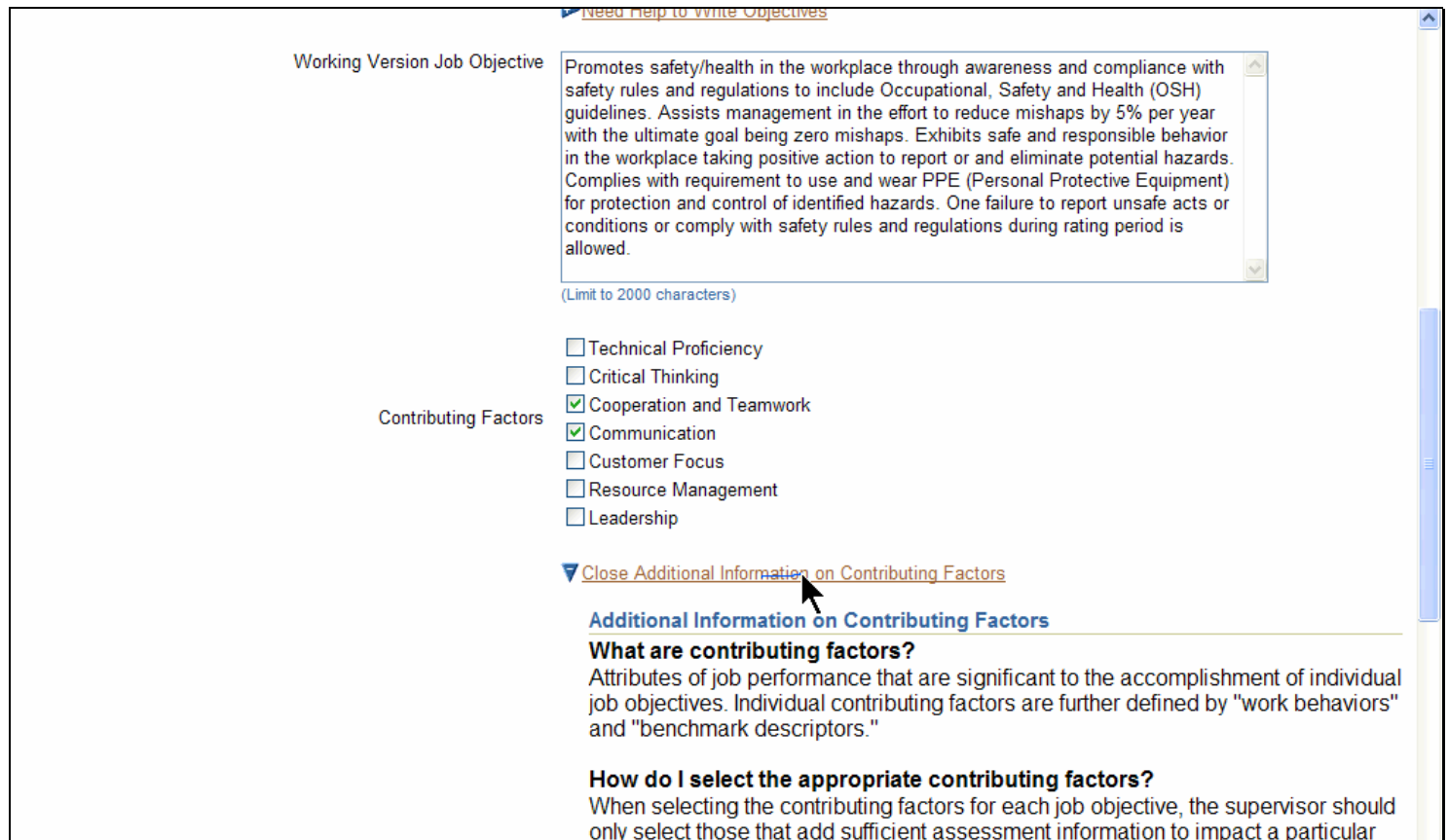
Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

### Text Captions

Luke wants additional assistance with determining whether a contributing factor is appropriate. He selects **Show Additional Information on Contributing Factors**. He is directed to a series of questions that help him choose contributing factors.



[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Close Additional Information on Contributing Factors](#)

**Additional Information on Contributing Factors**

**What are contributing factors?**  
Attributes of job performance that are significant to the accomplishment of individual job objectives. Individual contributing factors are further defined by "work behaviors" and "benchmark descriptors."

**How do I select the appropriate contributing factors?**  
When selecting the contributing factors for each job objective, the supervisor should only select those that add sufficient assessment information to impact a particular

### Text Captions

When done, he selects **Close Additional Information on Contributing Factors** to return to the contributing factor section. Remember, the Leadership contributing factor must be selected for a supervisory job objective.

[Need help to write Objectives](#)

Working Version Job Objective

Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.

(Limit to 2000 characters)

Contributing Factors

☐ Technical Proficiency

☐ Critical Thinking

☒ Cooperation and Teamwork

☒ Communication

☐ Customer Focus

☐ Resource Management

☐ Leadership

[Show Additional Information on Contributing Factors](#)

Optional Weight

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

### Text Captions

When done, he selects **Close Additional Information on Contributing Factors** to return to the contributing factor section. Remember, the Leadership contributing factor must be selected for a supervisory job objective.

Contributing Factors

- ☐ Technical Proficiency
- ☐ Critical Thinking
- ☒ Cooperation and Teamwork
- ☒ Communication
- ☐ Customer Focus
- ☐ Resource Management
- ☐ Leadership

[Show Additional Information on Contributing Factors](#)

Highlight Box: Optional Weight (X:274; Y:186)

Job Objective Rating

[Show Job Objective Rating](#)

[Show Performance Indicators](#)

Contributing Factor Impact

[Show Contributing Factor Impact](#)

[Show Additional Information on Contributing Factor Impact](#)

Adjusted Rating

Adjusted Weight

Weighted Rating (If Used)

Cancel Save and Continue Apply and Add Another Apply

### Text Captions

Determine the weight of a job objective – Weighting job objectives is optional and may only be identified by the rating official. If weighting is used, the total for all job objectives must equal 100 percent.

No job objective may be weighted less than 10 percent and weights must be made in increments of 5 percent. For the purpose of this demonstration, the job objective is not weighted.

Luke has completed entering the job objective and the associated contributing factors. At this stage he may do the following:


Cancel

Save and Continue

Apply and Add Another

or Apply.

For the purpose of this overview, he selects **Apply**.

 **Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Setup Details

Overview

Review

[Setup Details](#) [Relevant Organizational Mission/Strategic Goals](#) [Job Objectives](#) [Overall Rating and Comments](#) [Interim Reviews](#) [Closeout Assessments](#)

Create Performance Plan: Overview

Cancel

Save and Continue

Transfer to Employee

Back

Step 2 of 3

Next

Employee Name

Aaron Hollis

Organization

CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H5000001

Position

10000.GENERAL ENGINEER.73210.DD48.APPR

Location

Rosslyn, US

Occupational Code

0801.Engineering (NSPS)

Pay Plan/Pay Band

YD-02

Employee Number

36646

Work Schedule

Full-Time

Assignment Status

Active Appointment

Pay Pool ID

Placement in Pay Band

Current Base Salary

81190

Minimum Pay Band Level

38175

Maximum Pay Band Level

85578

Setup Details

Initiator

Maggelon, Luke

Rating Official

Maggelon, Luke

Appraisal Type

Annual Appraisal - NSPS

Performance Plan Approval Date

Rating Cycle Start Date

01-Oct-2006

Rating Cycle End Date


30-Sep-2007

[Return to Top](#)

**Text Captions**

Selecting Apply returns Luke to the Overview page. From here, he can continue to step 3, Review, by selecting **Next**.



**Department of Defense**  
Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#)

Setup Details

Overview

**Review**

[Relevant Organizational Mission/Strategic Goals](#) [Job Objectives](#) [Employee Self-Assessment](#) [Rating of Record and Comments](#)

**Create Performance Plan: Review**

Cancel Save and Continue Transfer to Employee Back Step 3 of 3 Apply

Employee Name Aaron Hollis

Position 10000.GENERAL ENGINEER.73210.DD48.APPR

Occupational Code 0801.Engineering (NSPS)

Employee Number 36646

Organization CIVILIAN PERSONNEL MANAGEMENT SERVICE DD48H50000 01

Location Rosslyn, US

Pay Plan/Pay Band YD-02

Work Schedule Full-Time

Pay Pool ID

Assignment Status Active Appointment

To make changes to the appraisal, click Back.

**Setup Details**

Initiator Maggellon, Luke

Appraisal Type Annual Appraisal - NSPS

Rating Cycle Start Date 01-Oct-2006

Rating Cycle End Date 30-Sep-2007

Rating Official Maggellon, Luke

Performance Plan Approval Date

**Relevant Organizational Mission/Strategic Goals**

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.

2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.

3. Streamline and improve processes to deliver world-class safety and occupational health programs.

[Return to Top](#)

### Text Captions

During the Review step, Luke reviews the performance plan for accuracy. Please note that in the Review step, information may not be updated or edited.

Work Schedule **Full-time** Assignment Status **Active Appointment**  
Pay Pool ID  
To make changes to the appraisal, click Back.

**Setup Details**

Initiator **Maggelon, Luke** Rating Official **Maggelon, Luke**  
Appraisal Type **Annual Appraisal - NSPS** Performance Plan Approval Date  
Rating Cycle Start Date **01-Oct-2006**  
Rating Cycle End Date **30-Sep-2007**

**Relevant Organizational Mission/Strategic Goals** [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

**Job Objectives** [Return to Top](#)

[Show All Details](#) | [Hide All Details](#)

Details	Job Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
<a href="#">Show</a>	Job Objective 1 - Safety	PENDING						

**Employee Self-Assessment** [Return to Top](#)

**Rating of Record and Comments** [Return to Top](#)

Rating of Record  
Rating Official Assessment

### Text Captions

Also note that the Review step carries over information from steps 1 and 2.

To view a job objective, Luke selects **Show** and the job objective is displayed.

Work Schedule **Full-time** Assignment Status **Active Appointment**  
Pay Pool ID  
To make changes to the appraisal, click Back.

**Setup Details**

Initiator **Maggelon, Luke** Rating Official **Maggelon, Luke**  
Appraisal Type **Annual Appraisal - NSPS** Performance Plan Approval Date  
Rating Cycle Start Date **01-Oct-2006**  
Rating Cycle End Date **30-Sep-2007**

**Relevant Organizational Mission/Strategic Goals** [Return to Top](#)

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

**Job Objectives** [Return to Top](#)

[Show All Details](#) | [Hide All Details](#)

Details	Job Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
<a href="#">Hide</a>	Job Objective 1 - Safety	PENDING						

Job Objective  
Working Version Job Objective Promotes safety/health in the workplace through awareness and compliance with safety rules and regulations to include Occupational, Safety and Health (OSH) guidelines. Assists management in the effort to reduce mishaps by 5% per year with the ultimate goal being zero mishaps. Exhibits safe and responsible behavior in the workplace taking positive action to report or and eliminate potential hazards. Complies with requirement to use and wear PPE (Personal Protective Equipment) for protection and control of identified hazards. One failure to report unsafe acts or conditions or comply with safety rules and regulations during rating period is allowed.  
Contributing Factors Cooperation and Teamwork, Communication,  
Last Modified Date 03-Sep-2006

**Employee Self-Assessment** [Return to Top](#)

**Text Captions**

To return to the review screen, he selects **Hide** and the information is collapsed.

Appraisal Type

Annual Appraisal - NSPS

Performance Plan Approval Date

Rating Cycle Start Date

01-Oct-2006

Rating Cycle End Date

30-Sep-2007

Relevant Organizational Mission/Strategic Goals

Return to Top

1. Develop safe, cost-effective engineering solutions for nuclear weapons transportation and security projects.  
2. Structure internal processes to quickly develop and deploy as-needed engineering solutions.  
3. Streamline and improve processes to deliver world-class safety and occupational health programs.

Job Objectives

Return to Top

Show All Details

Hide All Details

Details	Job Objective Title	Status	Optional Weight	Adjusted Weight	Job Objective Rating	Contributing Factor Impact	Adjusted Rating	Weighted Rating
Show	Job Objective 1 - Safety	PENDING						

Employee Self-Assessment

Return to Top

Rating of Record and Comments

Return to Top

Rating of Record

Rating Official Assessment

Cancel

Save and Continue

Transfer to Employee

Back

Step 3 of 3

Apply

Home

Logout

Preferences

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### Text Captions

To update information, he selects the **Back** button to return to step 2, Overview, and follows the same process detailed under step 2 to update or edit information.

At this point, Luke is ready to transfer the performance plan to Aaron for review and comment. Keep in mind that the transfer can occur at any time during the performance cycle.

He selects **Transfer to Employee**.

Home Logout Preferences

### Share Appraisal Details with Employee

Cancel Submit

#### Details to be Shared with Employee

Select appraisal components completed by the rating official to share with the employee.

☒ Objective Ratings and Comments

#### Employee Permissions

Indicate whether the employee can update plan/appraisal.

☒ Update Plan/Appraisal

#### Notification Message to Employee

Enter your message, and click Submit to share the appraisal with the employee.

Cancel Submit

Home | Logout | Preferences

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### Text Captions

He enters his comments to Aaron under **Notification Message to Employee**. The message will appear in Aaron's notification under the Notifications tab.

Home Logout Preferences

### Share Appraisal Details with Employee

Cancel Submit

#### Details to be Shared with Employee

Select appraisal components completed by the rating official to share with the employee.

☒ Objective Ratings and Comments

#### Employee Permissions

Indicate whether the employee can update plan/appraisal.

☒ Update Plan/Appraisal

#### Notification Message to Employee

Enter your message, and click Submit to share the appraisal with the employee.

Cancel Submit

Home | Logout | Preferences


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### Text Captions

He enters his comments to Aaron under **Notification Message to Employee**. The message will appear in Aaron's notification under the Notification tab.

When Luke is finished, he selects **Submit**, and the plan is transferred.



## Department of Defense

Performance Appraisal Application

[Home](#) [Logout](#) [Preferences](#) [Help](#)

[Notifications](#) [Appraisals](#)

**Rating Official**

**Confirmation**

The appraisal has been transferred to the employee.

Highlight Box  
(984 x 68)  
(X:8; Y:90)

**Performance Management As Rating Official**

[View All Appraisals By Employee](#)

**Plans/Appraisals in Progress**

Create

Performance Plan

▼

Go

Initiator	Employee	Appraisal Effective Date	Status	Participation Status	Details	Appraise	Delete	Print
Maggelon, Luke	Hollis, Aaron	01-Jan-2008	Transferred	Open				
Maggelon, Luke	Zeigler, Adam	01-Jan-2008	Transferred	Open				

**Completed Plans/Appraisals**

Please enter your search criteria and select the "Go" button to see the result. Note that the search is case insensitive.

Employee

Last Name, Title First Name

Appraisal Effective Date

(example: 19-Aug-2006)

Appraisal Type

▼

Go

Clear

Employee	Appraisal Effective Date	Rating Cycle Start Date	Rating Cycle End Date	Appraisal Type	Details	Delete
No data exists.						

[View All Appraisals By Employee](#)

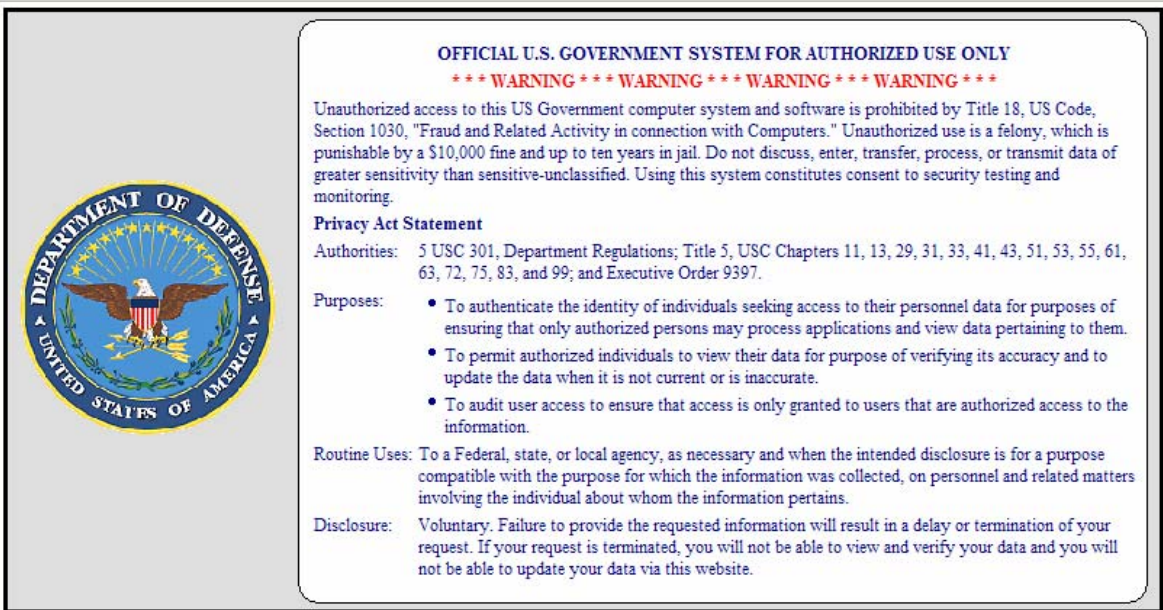
### Text Captions

Under Confirmation, a note is given to indicate that the plan has been successfully transferred.

Note that the status shows "Transferred," and the Appraise Pencil icon is no longer highlighted, because the ownership of the plan has been transferred from Luke to Aaron.

Here's a tip: it is a good idea to send your employee an e-mail to let him or her know that the plan has been transferred for his or her review.

As a rating official, Luke has completed the performance planning process until Aaron reviews the plan and provides feedback. Luke selects **Logout** to end the session.



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- To permit authorized individuals to view their data for purpose of verifying its accuracy and to update the data when it is not current or is inaccurate.
- To audit user access to ensure that access is only granted to users that are authorized access to the information.

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**Disclosure:** Voluntary. Failure to provide the requested information will result in a delay or termination of your request. If your request is terminated, you will not be able to view and verify your data and you will not be able to update your data via this website.

User Name

ORACLE  
E-BUSINESS SUITE Password

[Forgot your password?](#)

**Text Captions**

As a rating official, Luke has completed the performance planning process until Aaron reviews the plan and provides feedback. Luke selects **Logout** to end the session.